

DOCUMENT ROUTING SHEET					
SUBJECT:					
AFTER (CHECK ONE): <input type="checkbox"/> Each Review <input type="checkbox"/> Routing Complete <input type="checkbox"/> Signature					
RETURN DOCUMENT TO CODE:					
ROUTING SEQUENCE	CODE	INITIAL	DATE	ASSOCIATED INFORMATION:	
1 (LAST)				ATTACHMENTS: BACKGROUND: COMMENTS:	
2					
3					
4					
5					
6					
7					
8					
9					
10					
PRINTED NAME AND SIGNATURE OF DRAFTER:			CODE:	PHONE:	DATE:

Document Routing Guidelines:

- Routing sequence is upward through the chain of command with the most authoritative code last (at the top).
- Each Code must initial and date the form (preferably in the order identified by the drafter).
- Sample routing sequence for Commanding Officer:
 - Code 00, Commanding Officer
 - Code 01, Technical Director (ALL CIVILIAN MATTERS)
 - Code 09, Executive Officer
 - Code 00S, Commanding Officer's Administrative Assistant
 - Code 834/09A, Admin Office
- All documents leaving the command must be serialized by Admin prior to mailing.